

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 10 October 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #41  
4 October through 10 October 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Intelligence Orientation

(1) The first week of Intelligence Orientation #2 ended on Friday, 5 October. A lecture entitled "Production of Intelligence" given by Mr. Robert Amory contributed significantly to the course.

(2) On 9 October Messrs. [redacted] met with C/IS to discuss details of the handling of the forthcoming offerings of the Writing Workshop.

b. Intelligence Training

Dr [redacted] has completed plans for the IAS lecture series on the "Indian Sphere of Influence." This series will begin Friday, 12 October, at 1430 in 117 Central and will continue each Friday afternoon until 21 December.

c. Reading Improvement

(1) Mr. [redacted] OCR Library, approved a proposed schedule for a second OCR Document Analysis training program. Training will begin on Monday, 22 October, for a class of 6 to 8 students.

(2) Nine students who completed Reading Improvement #29 were retested last week. The results showed generally a good retention of reading skills.

d. Administrative Training

Nothing to report.

e. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

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f. Clerical Training

(1) During the week of 1 October there were 108 people in Clerical Induction Training and 19 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 1 October were as follows: Of 17 people tested in shorthand, 1 qualified; of 24 people tested in typewriting, 11 qualified.

(3) Since Mr. [ ] and his secretary are unable to handle all the security details in connection with the CIA Introduction conducted each Monday afternoon, Mrs. [ ] will alternate in lending assistance in checking-in and other necessary phases of security at these briefings.

g. Instructional Techniques

(2) Mr. [ ] on 3 October to discuss possible ways in which the Administrative Training Faculty might contribute to the Machine Methods course being developed for Mr. [ ] and a selected group of DD/P students.

h. Management Training

(1) Basic Management #28 (GS 12-14) began 8 October. One cancellation and one withdrawal (the second day) resulted in a final enrollment of 18. Eleven Agency components are represented. The enrollment for this presentation contains an unusually large number of persons engaged in supervising specialized technical activities, including several from research and development installations.

(2) Preparations for the OSI Management Conference, 15-19 October, are nearly complete. Fourteen division and staff chiefs from OSI, including the AD/SI, and one man each from ORR, OCR, and O/DDI will participate in a week's conference at [ ]. Final briefing is scheduled for Wednesday, 10 October.

(3) Dr. [ ], Executive Officer/OSI, has requested a second presentation of the Management Conference during the week of 5-9 November. These dates fit the schedule at [ ] so that the group can be accommodated there, and will permit coverage of the entire management group in OSI in two closely spaced presentations.

(4) On Friday, 5 October, Mr. [ ] drove to Front Royal to attend the final day of the State Department's Management Program. He talked to Professor Hattery of the American University staff, also visiting, and Mr. Ignatius of Harbridge House, Inc., which conducts this phase

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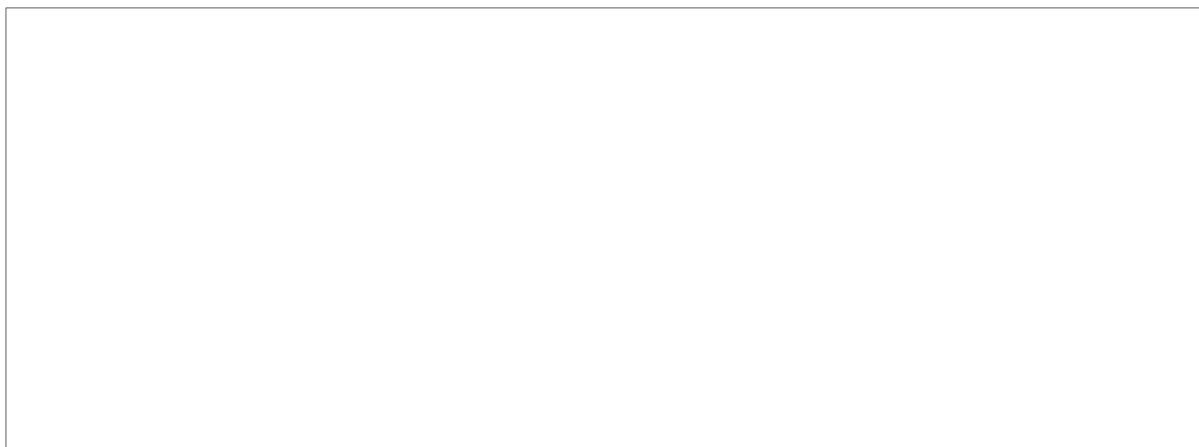
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25X1 of the course for the Department of State. Of particular interest was Mr. Ignatius' opinion that CIA alone among the Foreign Affairs elements of the government (Army, Air Force, Navy, Department of State) has a major management course developed and presented entirely by agency personnel. In all other courses, either the course was initiated by consultants [redacted] and/or most of the substantive lectures are given by outside consultants.

1. OTR Orientation Officer

(1) The CIA Introduction program was conducted on 8 October for 41 people.

(2) On Tuesday, 9 October, the CIA Review program was conducted for 30 people.



25X1

3. PERSONNEL NOTES

25X1 a. [redacted] Secretary in Clerical Training, has completed the Shorthand Theory Review Course.

25X1 b. [redacted] returned from annual leave on 8 October.

c. [redacted] will be on annual leave 8-15 October.



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